



Booking Form 2021-23



PLEASE COMPLETE THIS FORM AND EMAIL TO info@arthog.co.uk

Name of School / College / Organisation:							
Address:		Post Code:					
		Email:					
		Telephone:					
<u>Your Key Staff Information</u>							
Name of Course Organiser: (Primary Booking Contact)					Job Title:		
		Email:				Telephone:	
Name of Course Leader: (Actually Attending)					Job Title:		
		Email:				Telephone:	
Name of Financial Officer: (For financial admin)					Job Title:		
		Email:				Telephone:	
FINANCE - Telford & Wrekin Schools only					Budget Code:		
Please insert budget code for Journal Transfer for course payments							
<u>Number of Places Requested:</u>							
Please refer to the Terms and Conditions before submitting your anticipated numbers below. NB: each staff member above the ratio for overnight accommodation 1:10 will be charged half fee unless otherwise agreed.							
Academic Year	Age Range:	Boys	Girls	Male Staff	Female Staff	Extra Adults	
<u>Your Preferred Booking Dates:</u>							
Please refer to the Arthog Fees 2021-22 for price information. There are several residential options available. Please tick your chosen residential course below, and enter your preferred dates. A member of the Arthog Team will be in contact with you.							
Mon – Fri (4x nights)	Mon-Weds (2x nights)	Weds – Fri (2x nights)	Fri – Sun (2x nights)	Fri – Mon (3x nights)	Other		
Preferred Dates							
1st Choice:			2nd Choice:				
<u>Coach Transport:</u>							
Telford & Wrekin Council can provide a quote for Coach Transport and, if you accept, will arrange on your behalf. This will be a separate cost and is not included in the fee per person. A separate invoice will be raised. Telford & Wrekin Council cannot offer this booking service for travel by rail, but please refer to www.telford.gov.uk/aoec/info/9/course_organiser_pack on the rail booking process and transportation of bags.							
Please put "X" in the relevant box below							
<i>Do you require a Coach Transport Quote from the relevant Local Authority? If you accepted this quote, it will be invoiced to you as an additional cost.</i>				Yes, please arrange.		No, we will organise.	
By signing below, I understand and confirm that the school/organisation that I represent have read and accept the Terms and Conditions. I accept that this booking form is a legally binding contract, and any cancellations will be subject to the cancellation policy.							
Name:			Signature:				
Date:			Position:				

To be signed by the Head Teacher, or Person with Authority on behalf of the visiting organisation

Arthog Outdoor Education Centre, Arthog, Gwynedd LL39 1BX Email: info@arthog.co.uk Tel: 01341 250 455